

**Chebeague Island School Department
School Committee Policy**

EBCA-R2

School Lockdown Procedures

A school lockdown occurs when an emergency condition exists that requires students and staff to stay in their classrooms. When administration and/or emergency personnel announce a lockdown, the following protocols are required by staff:

1. Teachers will collect any students in hallways, nearby restrooms, etc... and have them take cover in the nearest classroom(s).
2. Lights will be turned off, doors will be locked and students and staff will move away from outside windows. Shades will be pulled where possible. Students will take cover on the floor.
3. Teachers will keep students in place until further directions are received from the main office or responding outside agencies.
4. Staff will remain in the lockdown status until safety personnel have released the classroom.
5. Main office staff should have the necessary supports to set up a temporary command post; laptop, charged cell phone, sub list, attendance list, cell phone list of staff, student emergency information, etc...
6. All substitute teachers will have ample information to be prepared in case an evacuation or lockdown happens during their substitute-teaching day.
7. All teachers should have an emergency folder to take with them during an evacuation or during a lockdown with ample emergency information. This is to include an accurate class roster and daily attendance information.
8. All classroom doors will be kept locked during the school day, unless they can be locked from the inside.
9. Chebeague Island School will practice a minimum of one lockdown per year and it will occur before November 1.

Legal Reference: EBCA-Comprehensive Emergency Management Plan
(Formerly: Crisis Response Plan)

Adopted: 3/1/16

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